



National
Aeronautics and
Space
Administration

Close Call Report

(Instructions on reverse.)

E-MAIL TO: <safety@hq.nasa.gov>,
MAIL TO: HQ FACILITIES &
ADMINISTRATIVE SERVICES
DIVISION (SAFETY),
or FAX TO (This side only):
(202) 358-3090.

BASIC INFORMATION OF THE INCIDENT

LOCATION	ROOM	DATE	TIME
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REPORT OF INCIDENT

DESCRIBE WHAT HAPPENED. WHAT WAS THE POTENTIAL DANGER? COULD PEOPLE HAVE BEEN HURT, EQUIPMENT HAVE BEEN DAMAGED, OR A MISSION BEEN AFFECTED? ATTACH ADDITIONAL SHEETS, IF NECESSARY.

SUGGESTED ACTION

PLEASE SUGGEST ANY ACTION TO TAKE OR LESSONS YOU LEARNED FROM THIS INCIDENT. LIST ACTION TAKEN, IF ANY. ATTACH ADDITIONAL SHEETS, IF NECESSARY.

☐ I HAVE FIXED THIS PROBLEM AND DO NOT NEED ANY FURTHER ACTION.

ORIGINATOR

☐ I GIVE PERMISSION TO RELEASE MY NAME AND NUMBER TO THE PERSON INVESTIGATING THE CLOSE CALL.

NOTE: DO NOT CHECK THE ABOVE BOX IF YOU WANT YOUR NAME KEPT CONFIDENTIAL.

YOU DO NOT HAVE TO GIVE YOUR NAME, OFFICE, AND PHONE NUMBER. HOWEVER, WITHOUT THEM WE CANNOT CONTACT YOU IF THERE ARE ANY QUESTIONS AND MAY NOT BE ABLE TO ADDRESS THE PROBLEM OR PROVIDE YOU FEEDBACK ON THE RESULTS OF THE INVESTIGATION. YOUR NAME WILL BE KEPT CONFIDENTIAL UNLESS YOU CHECK THE BOX ABOVE.

NAME _____ PHONE _____

OFFICE/CONTRACTOR _____

FILE NUMBER (Office Use Only)

NASA Headquarters CLOSE CALL Report

What's a Close Call?

A close call is an accident that "almost happened" - an injury or loss that would have occurred if the timing, location, or other things would have been different.

For example, a floor tile is removed in a hallway outside an office door without adequately marking the hazard. Someone leaving the office opens the door and nearly steps into the void, but notices it just in time.

Why Report Close Calls?

To protect **YOU**, your fellow workers, and our mission.

The best method to **PREVENT** mishaps is to correct hazards before they result in injury, illness, or damage. Studies estimate that for every serious injury there are 300 close calls.

Reporting close calls gives us a chance to correct these hazards before an accident occurs.

The Close Call, however, does not replace the NASA 1627, "NASA Mishap Report," which you may also use to report a close call.

Who Reports Close Calls?

YOU! Contact the Help Desk at 358-HELP, or send in a report electronically to <safety@hq.nasa.gov>, or fill out an NHQ 284, "Close Call Report," and mail it to HQ Facilities & Administrative Services Division (Safety) or fax it to 358-3090.

Remember, it's very important to report close calls and hazards, because that's what may prevent the next person from getting seriously hurt. At the same time, it's important to remember that just reporting the close call or hazard isn't enough—you can make the situation better by taking action to fix or control the problem!